

W-9 & Direct Deposit Form Q&A (Version 1.0)

1. **What is changing?**

The **Vendor Information form** is being replaced by the **W-9 & Direct Deposit forms**.

2. **When is this form change effective?**

The change is effective immediately; however, **Vendor Information forms** remain submittable thru 6/20/2014 to allow for this transition.

3. **Does this form change affect processes & procedures and/or information required?**

No, this is merely a form change. Situations that would have previously required submission of a **Vendor Information form** will now require submission of a **W-9 and/or a Direct Deposit form**. Information required is basically the same; again this is merely a form change.

4. **For what situations do the W-9 & Direct Deposit forms need to be submitted?**

As has been the practice to-date with the **Vendor Information form**, the **W-9 & Direct Deposit forms** are to be used for the following situations:

1. To get a new vendor on-file to receive payment from the State of Indiana.
2. To get a DCS employee on-file to receive payment for mileage/travel.
3. To report a change of information for an existing vendor or DCS employee (e.g. new banking info., change of address, adding or changing e-mail addresses for receiving EFT Notifications, etc.).

5. **Are both W-9 & Direct Deposit forms always required for the above 3 situations?**

No, some situations require submission of a W-9 only; following is more detailed guidance:

- **When submitting for a new employee or vendor**, both forms must be completed and submitted.
- **When changing only an address**, only the W-9 is required if the employee/vendor is active and already has banking information on file.
- **When changes need to be made to banking information**, both the W-9 and Direct Deposit forms must be submitted.
- **When email addresses need changed**, both forms must be submitted, however no banking information is required.

6. **What effect does this form change have; and who does this change affect?**

DCS vendors & employees who would have previously been provided a **Vendor Information form** for submission should now be provided a **Direct Deposit form and/or W-9** for submission.

Examples include:

- **New DCS employees who are to begin receiving payment for mileage/travel.**
- **Foster Parents** licensed thru DCS who are to begin receiving per diem, personal allowance, mileage/travel, etc.
- **Relatives** who are to begin receiving reimbursement for costs of care, personal allowance, mileage/travel, etc.
- **Adoptive parents** who are to begin receiving Adoption Subsidy payments.
- **Newly-contracted service & placement providers.**
- **Day care facilities** that are to be paid for child care services for DCS children.
- **Any vendor/business [that is not a current state vendor] to be paid for services provided for DCS children & families.**
- **Any of the above who are current DCS employees or vendors AND who need to report a change in banking information, address change, etc.**

7. **As a DCS employee, does this form change have any effect on whether I'll be reimbursed for mileage/travel via check or direct deposit?**

This form change will have no effect on method of payment.

8. Does this form change affect vendor and/or employee information currently on-file?

No, this is merely a form change going-forward for:

1. New DCS employees who will receive payment for mileage/travel.
2. All new vendors to begin receiving payment.
3. To report DCS employee & vendor information changes that affect payments (e.g. banking changes, address, changes, etc.).

9. Where can I find the new W-9 & Direct Deposit forms?

Both forms are available at <http://www.in.gov/dcs/2328.htm>, as well as an instruction sheet for vendors. Please ensure you have a current version of the form: **W-9** (Rev. August 2013) & **Automated Direct Deposit Authorization Agreement**, State Form 47551 (R5 / 4-14). These forms were previously used years ago by the State of Indiana; however those previous versions of these forms are now obsolete.

10. Are instructions available to vendors for submission of a W-9 & Direct Deposit form?

Yes, a vendor instruction sheet is available at: <http://www.in.gov/dcs/2328.htm>

11. What should I do with any blank Vendor Information forms?

Blank **Vendor Information forms** should be recycled in accordance with office policy, as they will soon be obsolete. To assist with this transition, **Vendor Information forms** will be accepted thru 6/20/2014, so any that have already been initiated in some fashion will be acceptable up to the 6/20/2014 deadline.

12. Is this form change effective for DCS only?

No, this is a form change for all state agencies.

13. How / Where do I submit these forms?

➤ **To submit a W-9 and/or Direct Deposit form for a DCS vendor:**

Internal submission (i.e. within the State of Indiana e-mail system, including DCS local offices) of the W-9 & Direct Deposit forms should be done via scan & e-mail to DCSResourceUnit@dcs.in.gov

Otherwise, these forms can be faxed to DCS Resource Unit at 317-234-5960 or mailed to:

DCS Resource Unit
Room W364, Mail Stop 54
402 W. Washington Street
Indianapolis, IN 46204

➤ **To submit a W-9 and/or Direct Deposit form for a DCS employee:**

These forms should be faxed to DCS Travel at 317-234-6779.

14. What if I have a question RE vendor submission of the W-9 or Direct Deposit form?

Vendor-related questions; please e-mail DCSResourceUnit@dcs.in.gov or call 877-340-0309 (option 2).

15. What if I have a question RE DCS employee submission of the W-9 or Direct Deposit form?

DCS employee-related questions; please e-mail DCSTravelInquiries@dcs.in.gov.